

SUMMARY SHEET

I. Description of Item

This resolution approves a lease agreement with Hickory Ridge Mall C.D. Corporation on behalf of Shelby County Community Services Agency for the use of general office purpose and customer service. The Community Services Agency is presently occupying the 8,149 square feet of office space in the Hickory Ridge Mall (3772 Winchester Road, Space 516, Memphis, TN 38115) with the current lease ending June 30, 2016, and desires to continue using the space for an additional five (5) year period beginning July 1, 2016 and ending on June 30, 2021. The additional annual rent amount will be \$54,307.92 (at a monthly rate of \$4,525.66). The Federal through State grant fund amount associated with this lease is \$54,307.92 for Fiscal Year 2017.

II. Source and Amount of Funding

FY17 Operating Budget, Account Numbers	FY17 Lease Payment amounts
316-480203-6714	\$ 1,357.71
316-480204-6714	\$12,219.27
317-480203-6714	\$ 4,073.13
317-480204-6714	\$36,657.81
FY17 Total Amount	\$54,307.92

Funds are available in the Fiscal Year 2017 operating budget. Remaining funds will be budgeted in succeeding fiscal years, subject to approval and appropriation by the Board of Commissioners. All costs are reimbursable by the Grantors, whose funding is classified as Federal through State.

III. Communicate How the Resolution Affects:

A. **Subawards** – N/A

B. **Personnel** – N/A

C. **Equipment** – N/A

D. **Contracts** – This resolution approves a lease agreement between Hickory Ridge Mall C.D. Corporation on behalf of Shelby County Community Services Agency for office space located in the Hickory Ridge Mall.

IV. Additional Information Relevant to Approval of this Item

A. The Administration recommends approval of this item.